

SmartStream Coordination Meeting Minutes

June 7, 2006

Attendance: Sophia Bedard, Pete Bostian, Cindy Farling, Mel Lambert, Cathy McClintock, Mark Testerman

1. SmartStream Version 7.0: Pete stated that C&SS would like to commence re-loading production to test and run through the migration to make sure that everything is set up correctly and time the process. During this time the test will not be available. He indicated Mark will start this process today and the migration should be run next week. He is hoping to run the production migration in the middle of July depending on vacation schedules and staffing considerations.
2. New P-Cards: Pete reported that Purchasing expects to receive the new P-Cards June 20th for use starting July 6. C&SS is going to load the P-Card system with all the necessary control records in advance due to the volume of data and the limited amount of time between issuance of the cards and their use. After receipt of the cards, the system will only have to be updated with the new card numbers.
3. Web Reports: Pete noted that on April 24 and in last month's SmartStream meeting we notified AP that many (6) of their Access-based AP reports had been duplicated as Web reports accessible through a new SmartStream activity. Since then only one on the new reports had been run. He noted that when SmartStream 7.0 is placed into production, the AP-Access reports will be removed.
4. Vendor Purge: Pete inquired as to the status of the clean up of the employee-vendors. Mel noted that there were a few duplicates (some due to ABL employees becoming government employees). She also noted that there are two employees with duplicate employee numbers. As a result, Mel requested suggestions regarding the employee-vendor ID format. Pete suggested using the employee ID format currently being used with TimeWizard and PCard which is a two character company code followed by the actual employee number (example: DM30100, SA32000, WI12345, CR10005) which has been very successful. He noted that he would prefer to eventually convert to this format in SmartStream, but it may not be feasible due to the logon IDs being included in many of the application data tables.
5. Integrating Maximo: Pete stated that a new CMS system has been purchased and we have begun the implementation of this major effort. C&SS is providing Maximo with information for SmartStream interfaces – that includes the journal load format and posting procedure for the ledger, chart of accounts structure and examples, the format for batch requisition loads and vendor ID formats and examples.
6. **Meeting Location & Schedule:** Since the Maximo project implementation team will be using the Building 362 conference room through October 1, 2006, it was discussed and determined that **the next meeting will be held September 6, 2006, in the Building 244 Conference Room.** In the meantime, Pete will communicate with the group via email.